OFFICE SERVICES SUPERVISOR I (TYPING)

REVIEW OF JOB ANALYSIS

BACKGROUND INFORMATION

Date of Review: April 7, 2008

Collective Bargaining Identification: U04

Job Analysis Review Conducted By: Tish Caldwell, Staff Services Analyst
Office of Selection Services, Headquarters

Number of Incumbents: There are 1,062 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated April 1, 2008.

Names of the Subject Matter Expert(s) and their background:

Laura Jordan, Correctional Case Records Analyst, Salinas Valley State Prison
Laura Jordan currently works as a Correctional Case Records Analyst. She has been a Correctional Case Records Analyst for 4 years. Prior to that, Ms. Jordan worked as an Office Services Supervisor I (Typing) for 4 years. She has been with CDCR for 11 years, 4 months.

Linda Allen, Correctional Case Records Manager, Salinas Valley State Prison
Linda Allen currently works as a Correctional Case Records Manager. She has been a Correctional Case Records Manager for 2 years. Prior to that, she worked as a Correctional Case Records Supervisor for 5 years. Ms. Allen has supervised the Office Services Supervisor I (Typing) classification for 7 years. She has been with CDCR for 23 years.

Michelle White, Correctional Case Records Manager, California State Prison-Los Angeles
Michelle White currently works as a Correctional Case Records Manager. She has been a Correctional Case Records Manager for 2 years, 4 months. Prior to that, she worked as a Correctional Case Records Supervisor for 9 years, 1 month and an Office Services Supervisor I Typing for 1 year. Ms. White has supervised the Office Services Supervisor I (Typing) classification for 11 years, 5 months. She has been with CDCR for 22 years.

COMMENTS:

- SMEs reviewed the existing job analysis for Office Services Supervisor I (Typing) dated November 29, 2004 to provide any necessary updates/changes. Minor changes were made.

- A copy of the revised Tasks and Knowledge, Skills, and Abilities (KSA) has replaced the old Tasks and KSAs. However, the original language has been maintained on disk in this binder.